



UNIVERSITY OF LOUISVILLE 3-QUOTE PROCESS

Diversity, equity, and inclusion is of the utmost importance to the university and Procurement Services. With that in mind, we have made a revision to our 3 Quote Process that will provide opportunities for Minority and Women Owned Business Enterprises to partner with the University of Louisville.

The 3-Quote process outlines departments are required to obtain three quotes on purchases that total between \$20,000 and \$39,999. **This process will now require departments to obtain at least one quote from a Minority Owned Business Enterprise (MBE) or Women Owned Business Enterprise (WBE) within the three quotes.**

To find an MBE or WBE vendor click [MBE/WBE Vendor List](#) (scroll to bottom of page) or [GovQuote](#) which also provides this information.

If you are unable to locate 3 suppliers for your purchase, or you are unable to locate at least one MBE/WBE supplier, please complete Section I of this form, sign, date, and attach with your Department Agreement Request in the Department Agreement Portal.

Should you have any questions or need any additional assistance, please contact the Procurement Services team at purchase@louisville.edu.

UNIVERSITY OF LOUISVILLE

3-QUOTE FORM

SECTION I – To be completed by Department/Requisitioner ONLY if unable to obtain 3 quotes or unable to obtain one quote from MBE/WBE supplier.

Department Name:	
Name of Requisitioner:	
Title of Requisitioner:	

1. Briefly explain why 3 quotes were not obtained to meet requirement.

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2. If unable to obtain quote from MBE/WBE supplier, briefly describe efforts to meet requirement.

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Signature of Requisitioner: _____ Date: _____

Print Name: _____

Approval Signature: _____ Date: _____
Director/Dean

Print Name: _____

SECTION II – To be completed by Director of Procurement or designee:

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Denied

Signature of Director of Procurement or designee Date: _____